

MEETING #34 – October 25

At a Regular Meeting of the Madison County Board of Supervisors on October 25, 2016 at 6:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chairman
Jonathon Weakley, Vice-Chairman
Kevin McGhee, Member
Robert Campbell, Member
Charlotte Hoffman, Member
Daniel J. Campbell, County Administrator
V. R. Shackelford, County Attorney
Mary Jane Costello, Asst. County Administrator/Finance Director
Jacqueline S. Frye, Deputy Clerk

Agenda Items:

Call to Order

Pledge of Allegiance & Moment of Silence

1. Determine Presence of a Quorum/Adopt Agenda:

Chairman Jackson noted that Supervisor Weakley is absent; all other members are present; a quorum was established.

Chairman Jackson called for any additions to today's Agenda:

Supervisor Campbell moved the Board adopt today's Agenda as presented, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

2. Public Comment:

Chairman Jackson opened the floor for public comment. With no public comment being brought forth, the public comment session was closed.

3. Constitutional Officers:

- ***Treasurer:*** Stephanie Murray, Treasurer, was present and advised that tax bills have been mailed.
- ***Commissioner of the Revenue:*** Brian Daniel, Commissioner, advised that the deadline for land use applications is November 2, 2016.

4. County Departments:

- ***Registrar's Office:*** Supervisor Campbell noted that a discussion was held with Diana Eanes, Registrar, regarding citizen inquiries about the balloting process for the upcoming election; it was noted that the Madison County Board of Supervisors has approved the voting machines utilized within the County and that County is following the voting requirements as established by the Code of Virginia.

5. Committees or Organizations Reports

- ***Madison County Schools:*** Bob Chappell, School Board representative, was present and advised that the school's online community survey should be out next week; anyone without a home computer is being encouraged to visit the local library to access the online survey.
- ***Broadband Committee:*** Supervisor Weakley noted that the Broadband Committee will meet on Friday, October 28th for its second meeting at 1:30 p.m. in the conference room at the school board office; the initial kick-off meeting was held on September 27th; a draft mission statement and goals is being established; publicly thanked the school board and superintendent for the use of the school's conference room.
- ***SNP (Retirement of Jim Northop):*** Supervisor Weakley also referred to the upcoming retirement of Jim Northop, Superintendent (SNP) effective December 31, 2016; questioned if the Board would like to discuss whether to present a resolution or memento to Mr. Northop for the dedicated service he has provided to Madison County.

Bruce Bowman, citizen liaison, was public for tonight's session and advised that he'd be willing to work with James Ballard, citizen liaison, to draft a resolution for review and consideration.

The County Administrator advised that the Board could elect to invite Mr. Northop to a future meeting and present him with a resolution.

Mr. Bowman advised that due to the amount of anticipated travel, it may be difficult to get Mr. Northop to attend a meeting between now and the time of his retirement, and offered to hand deliver an approved resolution, should the Board desire.

After discussion, it was the consensus of the Board to suggest that the County Administrator work with Mr. Bowman and Mr. Ballard, to construct a resolution for review and consideration by the Board.

- **CIP Committee:** Supervisor Campbell advised that a recent meeting CIP meeting was held to discuss the process of establishing priorities of what needs to be done at school and county facilities (i.e. building/maintenance), and also focused on researching financing alternatives to be incorporated into future budgetary discussions.

6. Finance

a. *Claims Applicable to FY2017*

\$ 84,439.93 (10'21'16)

\$888,747.66 (10'24'16)

\$973,187.59 (Total)

The Finance Director advised that claims were distributed as noted above. Significant claims were received as noted below:

- \$852,000.00 (debt service for the funds borrowed for the CIP)
- \$40,615.81 (interest for E911 equipment purchase)
- \$11,000.00 (annual fee for the Code Red system)
- \$17,000.00 (Reimbursement to VA Tech for a portion of costs for the Extension Office for the 1st quarter)

Questions from the Board:

- *Supervisor Weakley: Questioned the payment for E911 equipment*
- *Supervisor McGhee: Questioned comments at the recent Town Council meeting pertaining to funding they've not yet received from the County*
- *Supervisor Campbell: Questioned the payment of \$852,059.50 (Bank of America); also referenced the school's debt service amount noted within the budget (\$711,000.00); commented on his views regarding the school system utilization of leftover funding (i.e. used to provide pay increases to teachers/staff); supported watching spending (in the county); also concerned about Governor's the Governor's views of a potential budget shortfall in the upcoming year; referenced the manner in which school personnel have shown up at previous budget sessions to demonstrate their opinions pertaining salaries and requests for increases; reiterated that his comments were in no way being expressed to imply anything negative (towards Bob Chappell, School Board Liaison)*

The Finance Director noted that:

- The claim for \$40,615.81 was used to fund the purchase of equipment for the E911 Center (two more payments remain for this purchase)
- Funding to be allocated to the Town is for their share of the 2017 litter/recycling grant received by the County

The County Administrator explained that the Litter/Recycling Grant is funding that is allocated to state jurisdictions with a maximum of about \$7,500.00 – funds are allocated to any jurisdiction that applies for the grant; these funds can be used for clean-up efforts (i.e. roadways), clean activities within the locality and/or recycling initiatives (i.e. green day, staff to assist with recycling efforts, etc.). In closing, he noted that the source of funding is from tire disposal fees (sent to the commonwealth with a small portion being reallocated to localities in the form of grant funding).

The County Administrator also advised that the debt service payment noted (for the school CIP) is the 4th payment.

Supervisor McGhee moved the Board approve claims for October 2017 totaling \$973,187.59, seconded by Supervisor Campbell.

- *Supervisor Weakley: Thanked Mr. Chappell (Madison County School Board) for attending the meeting sessions; urged him to feel welcome*

Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).

- b. **FY Ended June 30'2016 Audit Schedule:** Ms. Costello provided highlights of the FY16 Ended audit and noted that an outside consultant was on site to perform field work with finance, treasurer, social service and the school system; the audit is scheduled for the week of November 7th through 11th; the financial statements should be complete by mid-December. It was also reported that the Auditor of Public Accounts has initiated a change in mid-October 2016 in the current auditing practices that will call for localities to file an audited financial statement and transmittal summary of revenues/expenditures, and has advised they will no longer accept a transmittal from the CPA firm to identify that the financial statements cannot be submitted prior to November 30th. Due to the County's inability to meet the designated deadline, the APA office has advised that they will 'footnote any County from the comparative report that is forwarded onto the General Assembly', and will also notate that the County was 'late.' It was further noted by the APA Office that they

reserve the right to exclude the County entirely from the comparative report. In closing, she advised that several localities will be unable to get their financial statements done by the deadline of November 30th, and also questioned why the APA Office decided to enforce this rule this late in the year.

Comments from the Board:

- *Chairman Jackson: Questioned what percentage of localities will have to file the suggested letter; also questioned if the audit could be performed two (2) weeks earlier than usual*
- *Supervisor Campbell: Questioned whether governmental agencies can accept a certified rendered opinion in the event there is a complication (with accounting matters)*

The County Administrator advised that in looking at the comparative report, it appears that there may be about six to ten (6-10) Counties, jurisdictions or cities that will be unable to meet the new established deadline. In closing, he feels the total amount will increase substantially if the APA Offices moves forward with their proposed deadline request.

The Finance Director noted that as a general rule, the sooner a locality closes its books, the sooner the auditing process can be initiated.

The Treasurer also advised that the auditing firm will usually return during the week of Thanksgiving if there is additional 'clean-up' to be initiated on the auditing process.

7. Minutes:

a. #33

Chairman Jackson called for corrections and/or approval of Minutes #33.

Supervisor Weakley: Noted a correction on page 3 (i.e. philosophical should be philanthropical).

Supervisor Weakley moved the Board approve Minutes #33 as amended, seconded by Supervisor McGhee. *Ayes: Jackson, Campbell, Hoffman. Nays: (0). Abstain: McGhee. Absent: Weakley.*

8. New Business:

a. November 8th and December 27th Board Meeting:

Chairman Jackson noted that the November 8th meeting falls on the day of the 2016 election.

After discussion, it was the consensus of the Board to move the November 8th meeting to Wednesday, November 9, 2016.

December 27th: The County Administrator noted that the Board could elect to hold one meeting in December, and initiate a special called meeting should something arise of significance.

After discussion, it was the consensus of the Board to cancel the December 27th Regular Meeting (#2).

Chairman Jackson noted original skepticism of having two (2) regular meetings a month, but advised that the overall process has been most productive.

9. Old Business:

a. IT Audit Recommendations – Wireless Network Backbone: The County Administrator advised that discussions have continued with ANS, Inc., to assess the best way to serve the Thrift Road Office, and have also focused on the possibility of installing difference sized poles. A recent meeting with a representative from CW Wright, Inc., revealed that the sized poles being sought couldn't be installed in the desired location due to length and weight. The alternative option would call for the use of steel poles (in forty foot [40' sections] and will pose a challenge. ANS, Inc., has committed to researching a viable option that would effectively serve the Thrift Road Office and would involve a radio antennae (to be located at the intersection of Thrift Road and S. Main Street and at the Sheriff's Office) that would allow the same type of existing configuration. Each antennae box will cost \$1,930.00 each; final pricing hasn't been attained on steel poles (feels it will be significant); licensing, transportation, compliance and installation will also prove to be a challenge. Should the Board desire to move forward with Phase II of the project, representatives from ANS, Inc., have agreed to attend a future meeting to address any concerns before a commitment is made. In closing, he verbalized concerns as to whether the County would want to incur significant expense to fund improvements at Thrift Road and questioned if staff will be relocated from the building within the near future; also noted there are connectivity issues at the Commonwealth Attorney's Office.

Comments from the Board:

- *Chairman Jackson: Noted that the proposal for difference sized poles will not work; also noted that clean-up needs to take place; feels that based on information provided, fiber will be most costly; approach being presented does sound reasonable and will provide a long life span; advised of disfavor of installing 80' poles*

The County Administrator noted that the costs to provide fiber will be significantly higher than replacement of the existing wireless system; feels confident that the bandwidth that ANS, Inc., provides, along with new equipment will be more reliable for the County. It's anticipated the life span of the new equipment will last 10-12 additional years.

Additional discussions focused on whether to include the phased work on the CIP – a worksheet was provided for review during the recent CIP meeting in order to assess information/technology needs for the County's facilities. A meeting will be held with Supervisor McGhee and Supervisor Campbell in order to prioritize the County's future CIP projects for the next five (5) years.

- *Supervisor Weakley: Suggested that telephones be added to the prioritized items; also referred to contact made (Mitch Dickey, Randy Rosado, Sam Utz) regarding the current proposal (copy of email forwarded to all members for review); feels the proposed changes to existing wireless would be an asset to existing businesses along Main Street; noted that equipment previously installed by ANS, Inc., has exceeded its normal life expectancy; expressed favor of moving forward with ANS, Inc.; noted that the County could elect to put the proposal out for bid, but feels the County needs to secure a company that can effectively manage services*
- *Supervisor Campbell: Feels the Board has defined a need and has tentatively decided to move forward*

Supervisor Campbell moved that the Board appoint Clay Jackson (Chairman), Jonathon Weakley (Vice-Chairman) to work with the County Administrator and move forward with anything costing less than the cost of installing fiber, seconded by Supervisor McGhee.

- Supervisor McGhee: Questioned the physical attributes of the proposed system; also asked about data limits for the equipment

The County Administrator referred to the steel towers located at the Sheriff's Office (and Madison Volunteer Rescue Squad) that contain several square boxes (radio antennae equipment); new radio antennae equipment will increase bandwidth power, provide better reliability, and will be under warranty. He also noted that once the new technology system is in place, ANS, Inc. will manage and service the program, provide monitoring, diagnosis (remotely or on site), and will be proactive. Proposed alternatives are as follows:

- ✓ The County can pay a greater monthly fee (diagnostic, technical) to include computers (desktops, laptops, etc. at a cost of \$2,700 per month
- ✓ The second alternative will call for ANS, Inc. to provide all diagnostic work but excludes support for all computers (desktop, laptops), and utilize another vendor to handle support for hardware

Discussions have focused on the fact that ANS, Inc. will look at management of services; services were described during a previous meeting, and the program seems to be a good fit for the County in terms of affordability. Feels it's important to have someone in place that can assess the County's system and provide support.

The County Attorney questioned if the proposal complies with the County's procurement policy; feels the proposal being discussed is a different scope of work than what's already in place with ANS, Inc.

The County Administrator noted that ANS, Inc. is an existing vendor; feels the proposal can be assessed as a 'sole source' purchase; the firm can install the system and understand the County's overall needs. In closing, he noted the amount of the existing proposal is \$60,000.00, which is justifiable for a 'sole source' purchase.

- *Supervisor Campbell: Feels the County is already dealing with ANS, Inc., and will only be amending an existing contract*
- *Supervisor Weakley: Feels the County has amended previous existing agreements; also noted there has been discussion regarding the existing poles; doesn't feel the existing poles will meet the requirements needed in order to install fiber*
- *Chairman Jackson: Noted that there is an issue with the funding stream, as today's proposal is an unfunded item; the Board will have to approve a means of allocating funding*

Supervisor Campbell amended his previous motion to move that the Board appoint Clay Jackson (Chairman), Jonathon Weakley (Vice-Chairman) to work with the County Administrator to develop a sound plan, and return to the Board for a budget appropriation to fund the proposal, seconded by Supervisor McGhee. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

b. VACo Position DMAS Proposal: The County Administrator noted that this topic was added to the legislative topics; inquired as to whether the Board members had any further topics to be considered; noted that Eldon James has planned to visit other localities to obtain input to be presented at the VACo conference prior to finalization. Another draft plan will be forwarded once everything has been completed. Additional items of interest were presented Kit Johnston regarding additional funding for local stream protection that will involve 100% cost share with local farmers.

After discussion, it was the consensus of the Board to allow the County Administrator to proceed with the aforementioned course of action.

c. Adoption of Legislative Issues Statement: The County Administrator referred to a prior discussion with Valerie Ward, DSS Director, concerning the proposal from DMAS (Department of Medical Assistance Services) regarding proposed changes to the process of admitting children into residential treatment facilities and funding mechanisms. There was an initial deadline of October 1st for the County to provide a response, which has now been delayed until November. It was noted that the proposed changes are very complex and that the implications appear to be significant. He further advised that VACo presented a formal request to the Secretary of Health & Human Services to request that the proposal be completely tabled until the next fiscal year, in order for the proposal to be fully evaluated. He proposed that no response be provided from the County or Department of Social Services in any form by November 1st and assess if the State will delay the proposal until it can be further evaluated until the next fiscal year. He also feels it would be:

- ✓ A mistake for the County to proceed with contracting Magellan
- ✓ Questioned if this particular provider will be able to meet the demands of all localities that will be involved;
- ✓ And
- ✓ Feels the County would lose in controlling costs associated with these types of placements. .

After discussion, it was the consensus of the Board to follow the County Administrator's recommendation not to respond.

d. Administration Building Voting Location Follow-up: The County Attorney advised that he contacted the Registrar and was told that there have been no complaints about the existing voting location, and questioned if the Board had received any complaints. Discussions focused on the overall process, which would involve:

- ✓ Raising the concern with the Madison Electoral Board
- ✓ Electoral Board would be required to make a recommendation to the Madison County Board of Supervisors
- ✓ The County would have to propose any type of change by Ordinance
- ✓ Process will call for a public hearing
- ✓ Ordinance can't be initiated within sixty (60) days of any election process

The matter was also discussed with the County Administrator as to future of the admin building.

The County Administrator noted that if the County decides to renovate the admin building in the near future, the election process will need to be changed again. In closing, it was noted that the election process at the church is working relatively well thus far, and that the facility has adhered to the 'open floor requirements' for all voting locations.

The County Attorney advised that when the voting process was transferred from the admin building to the church, all of the lease were cleaned up for all voting precincts.

Comments from the Board:

- *Supervisor Campbell: Advised that (in his opinion) the church provides a more conducive environment for the voting process; suggested nothing be changed unless a petition is presented from a group of citizens to request a change be initiated as opposed to there being a concern from just a few*

The County Attorney noted that there were issues regarding the placement of signage at the admin building during previous elections, which will be an issue when voting activity is held in a governmental office building.

After discussion, it was the consensus of the Board to let the election process remain at its current location unless there are additional citizen complaints

e. Board's Town Hall Meeting – October 27: Chairman Jackson advised that a Moderator hasn't been selected for the upcoming town hall meeting; he proposed to serve as the Moderator for the session. The public was reminded that the meeting will begin at 6:30 p.m. in the auditorium of the Madison County High School. Basic set up will call for twelve (12) chairs (governing boards, Commonwealth Attorney, Department of Game & Inland Fisheries). Lloyd Williams, Commission member, will be present to provide input on a survey the Commission will be conducting on the comprehensive plan.

Wireless Proposal: Chairman Jackson noted that a discussion was held earlier today with Supervisor Campbell and the County Administrator concerning the wireless proposal for the Thrift Road Office; comments focused on design/build or PER (preliminary engineering/architectural report), and suggested the County start moving in the direction to develop a plan to include different options, and move forward with an established course of action.

Chairman Jackson asked if a report could be drafted and provided to the Board by November 22nd.

Comments from the Board:

- *Supervisor Campbell: Advised favor of attaining a preliminary engineering report; feels it will be essential to have a report; suggested that appropriations be assessed at a later date and move forward with some ideas*

- *Supervisor Weakley: Verbalized favor of moving forward; also feels that Supervisor Campbell’s construction background will be an asset*
- *Supervisor Hoffman. Verbalized favor of moving forward*

The County Administrator advised that he will attain input on engineering requirements; also advised that today’s commitment is encouraging; feels it will be helpful to assess the overall process.

10. Public Comment

Chairman Jackson opened the floor for public comment. With no public comment being provided, the public comment opportunity was closed.

11. Information/Correspondence:

Madison County Planning Commission: Mike Mosko, PC Member, was present and advised that the Commission is working on the comprehensive plan.

Hoover Ridge: Chairman Jackson advised that MCPRA is hosting a ‘haunted woods’ and a hayride.

Trick or Trunk: Chairman Jackson advised that the Sheriff’s Office will host the annual ‘trick or trunk’ event on Monday, October 31st at the high school parking lot.

12. Adjournment:

With no further action being required, on motion of Supervisor Weakley, seconded by Supervisor McGhee, Chairman Jackson adjourned tonight’s meeting.

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Clerk of the Board of the Madison County Board of Supervisors
Adopted on: November 9, 2016
Copies: R. Clay Jackson, Jonathon Weakley, Robert Campbell, Kevin McGhee, Charlotte Hoffman, V. R. Shackelford, III,
Constitutional Officers



**Agenda
Regular Meeting
Madison County Board of Supervisors
Tuesday, October 25, 2016 at 6:00 p.m.
County Administration Building, Auditorium
414 N. Main Street, Madison, Virginia 22727**



Call to Order

Pledge of Allegiance & Moment of Silence

1. Determine Presence of a Quorum / Adopt agenda
2. Public Comment
3. Constitutional Officers
4. County Departments
5. Committees or Organizations
6. Finance
 - a. Claims for October FY2017
 - b. FY Ended June 30,2016 Audit Schedule
7. Minutes
 - a. #33
8. New Business
 - a. November 8th & December 27th Board Meetings
9. Old Business
 - a. IT Audit Recommendations – Wireless Network Backbone
 - b. VACo Position DMAS Proposal
 - c. Adoption of Legislative Issues Statement
 - d. Administration Building Voting Location Follow-up
 - e. Board's Town Hall Meeting – October 27th
10. Public Comment
11. Information/Correspondence (if any)
12. Adjournment